

TELEGRAMS

According to Forms Branch Std Form 14 Telegram form used by US Government is obsolete for use here.

Checked with Cable Sec re use of t/elegrams--

Said there are a few offices sending telegrams such as

Director -- called O/DCI [REDACTED] said they are few and far between. When sent they would go out from [REDACTED] office and are usually typed on plain tissue.

STATINTL

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O/Personnel ¹/₂ checked with [REDACTED] in Recruiting She sends about 10-15 per month. Uses Western Union's telefax form and sends wire direct over their own machine.

STATINTL

OTR - checked with Oscar - none sent from there. The JOT Branch indicated that if they originated any it would be sent out thru TR/Pers Br. The Pers Br said they call by telephone rather than wire.

O/DDS - checked with Sally - in past 15 months none sent from that office.

Apparently not enough use made of telegrams to warrant a section in the Correspondence Handbook.

Telefax **WESTERN UNION** *Telefax* ↑
SENDING BLANK

CALL LETTERS	CHARGE TO

Send the above message, subject to the terms on back hereof, which are hereby agreed to

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD
1269—(R 4-55)

To guard against mistakes of delay, the sender of a message should order it repeated, that is, telegraphed back to the originating office for comparison. For this, one-half the original message rate is charged in addition. Unless otherwise indicated on its face, this is an unrepeatable message and paid for as such, in consideration whereof it is agreed between the sender and the Telegraph Company as follows:

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1. The Telegraph Company shall not be liable for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission as the telegrapher may be beyond the sum of any hundred dollars, nor for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission as the telegrapher may be beyond the sum of the thousand dollars, unless specially valued; nor in any case for delays arising from unavoidable interruption in the working of its lines.

3. The Telegraph Company is hereby made the agent of the sender, without liability, to forward this message over the lines of any other company when necessary to reach its destination.

4. The applicable rate for a message directed to any point in the continental United States listed in the Telegraph Company's Directory of Stations, or its delivery within the established city or community limits of the destination point, Telegraph Company's Directory of Stations, the Telegraph Company may not undertake to make delivery but will endeavor to arrange for delivery by air. Varyingly, message as the agent of the destination with the understanding that the sender authorizes the collection of any additional charge from the addressee and agrees to pay such additional charge if it is not collected from the addressee.

5. No responsibility attaches to the Telegraph Company concerning messages until the same are accepted at one of its transmitting offices; and if a message is sent to such office by one of the Telegraph Company's messengers, he will be held to deliver the message, except that when the Telegraph Company works a messenger to pick up a message, the messenger in that instance acts as the agent of the Telegraph Company in accepting the message, and the Telegraph Company assuming responsibility from the time of such acceptance.

[illegible]

7. It is agreed that in any action by the Telegraph Company to recover the tolls for any message or messages the prompt and correct transmission and delivery thereof shall be presumed, subject to rebuttal by competent evidence.

8. Special terms governing the transmission of messages according to their classes, as enumerated below, shall apply to messages in each of such respective classes in addition to all the foregoing terms.

a. No employee of the Telegraph Company is authorized to vary the foregoing.

DOMESTIC SERVICES

The fastest domestic service

DAY LETTER (DL)
A deferred same-day service, at low rates.

NIGHT LETTER (NL)

Economical overnight service. Accepted up to 2 A. M. for delivery the following morning, at rates lower than the Telegram or Day Letter rates.

INTERNATIONAL SERVICES

FULL RATE (FR)

The fastest overseas service. May be written in code, cipher, or in any language expressed in Roman letters.

LETTER TELEGRAM (LT)

For overnight dial-in language messages, at half-rate. Minimum charge for 22 words applies.

SHIP RADIOGRAM

For messages to and from ships at sea.